

## Capital Planning Committee Meeting Minutes December 6, 2018

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In attendance:	Stephen Andrew Joseph Barr Ida Cody Phyllis Marshall-Hartman Chris Moore Sandy Pooler Brian Rehrig (via phone) Barbara Thornton Timur Yontar
Also in attendance:	Joan Roman, Public Information Officer
Not in attendance:	Amy Fidalgo, Management Analyst Charlie Foscett

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**Meeting Opened:** Stephen Andrew called the meeting to order at 5:07pm. The minutes of the meeting of November 29, 2018 were unanimously approved.

**Town Manager Capital Requests:** The committee welcomed Joan Roman for a discussion of Website Enhancements. Ms. Thornton reiterated that the Town Manager was requesting a capital budget of \$5k/year to improve staff performance and communication. Ms. Roman explained that Site Improve is Software-as-a-Service to help make the Town's website ADA-compliant, and as its price has come down to \$9,999, it can now fit into the budget. Mr. Yontar asked in which years the budget would pay for Site Improve; Ms. Roman stated that half was already paid in FY19 and half would be paid in FY20. Mr. Andrew noted that if every year the budget is used to update the site it feels more like maintenance than capital expenditures, and we should keep that in mind in future years. Committee action: *\$5k in FY20-FY24. Preliminary approval (8-0), with Mr. Andrew's note.*

**Select Board Capital Requests:** The Town needs 22 new Voting Machines: 1 per 21 precincts plus 1 spare. At \$5,700 per, gross cost is \$125,400; less credit of \$11, 500, net cost is: *\$113,900 in FY20. Preliminary approval (8-0).*

Sweeps of FY16 \$3.2k: *HOLD* any action on Select Board carpet pending more information.

**Library Capital Requests:** Sweeps of \$3,473.07 for a hot water heater and \$10.33 for MLN equipment *approved (8-0)* but \$15k for heating & cooling may not be repurposed to repointing.

Robbins Library: Ms. Thornton explained that the revised figures are based on FY21 design/final plan drawings and FY23 actual construction cost. Mr. Rehrig emphasized that at this stage, approvals are preliminary for all budget items, and contingent on being able to fund them; that we cannot commit to funding the project in full; and that we urge the Library department to identify and pursue other funding sources. Mr. Andrew also noted that scope reduction is an option. Committee action: *\$980k in FY21, \$10.29m in FY23. Preliminary approval (8-0), with Messrs. Rehrig & Andrew's notes.*

Fox Library: Ms. Thornton reiterated that this project will apply for MBLC funding, for which the upcoming grant round is expected in the next 5 years. Mr. Pooler recommended that we budget it at full

cost but note that the budget may balance only if grant funds come in. Mr. Rehrig recommended that we show it as funded from multiple sources as we have done for the Reservoir and DPW projects. Mr. Barr suggested that we note the potential of public-private collaboration. Committee action:  
*\$680k in FY22 (design), \$7.14m in FY22 (construction). Preliminary approval (9-0).*

Parapet: Ms. Thornton noted that this request has been approved by Facilities; the condition has gotten worse and needs to be fixed now. Committee action:  
*\$10k in FY20. Preliminary approval (9-0).*

Repainting: After substantial discussion, Mr. Pooler clarified that the amount requested is \$100k not \$115k. Committee action:  
*\$100k in FY20. Preliminary approval (9-0).*

**Information Technology Capital Requests:** Nothing is to be swept. The Police Radio System Upgrade and Building Security Systems are still on *HOLD* pending more information.

Software Interface Development Request: To connect WebQA and PeopleGIS. Mr. Andrew reminded us that if either vendor changes their product then the interface may break. Committee action:  
*\$10k in FY20. Preliminary approval (9-0).*

Conference Room Presentation Technology: Will allow laptops to cast to 3 wall-mounted screens. \$12k already expended in FY19. Committee action:  
*\$10k in FY20, FY21. Preliminary approval (9-0).*

Matching Funds for Tech Grant: Mr. Rehrig noted that we need to appropriate for actual items, not grants, so this should be renamed Fire Department Tech Upgrades and the items should be listed, e.g. printers, tablets, monitors. Mr. Andrew recommended that every year when this comes up we should be asking what specifically the funds will be used for. Committee action:  
*\$13,760 in FY20, FY22, FY24. Preliminary approval (9-0).*

School Administration Computers and Peripherals: Mr. Andrew reiterated that every year we should be asking what specifically the funds will be used for. Committee action:  
*\$40k in FY20-FY24. Preliminary approval (9-0).*

School Network Infrastructure: Ms. Thornton explained that while \$20k/year is requested for the out years, they need \$105k in FY20 because several items are at end of life. Discussion of whether to move it out partially over following years. Committee action:  
*\$105k in FY20, \$20k in FY21-FY24. Preliminary approval (9-0).*

School Academic PCs: *HOLD* per Mr. Andrew's request until we discuss schools.

School Software Licensing: Question raised whether the lower estimates for the out years are artificially low. Committee action:  
*\$60k in FY20, \$40k in FY21-FY24. Preliminary approval (9-0).*

Town Microcomputer Program: Committee action:  
*\$60k in FY20-FY24. Preliminary approval (9-0).*

Town Software Upgrades: Committee action:  
*\$50k in FY20-FY24. Preliminary approval (9-0).*

**Recreation Capital Requests:** Mr. Barr proposed 2 sweeps of \$1,720 for Summer St. Field Fencing and \$2,721.54 for Magnolia Playground – *approved (9-0)*; all other prior year balances not swept.

Reservoir Improvements: Mr. Andrew asked whether the Recreation Enterprise Fund was separate from the Rink Enterprise Fund, which Mr. Pooler confirmed. Mr. Pooler and Mr. Rehrig proposed that we assume collaboration on funding with the CPA and potentially other sources in FY20, to which Mr. Andrew added using Enterprise Fund monies in FY21, cautioning against scope creep as the budget expense has increased since last year. Ms. Thornton suggested inviting Mr. Marshall to come present to the committee. Committee action:  
*\$750k in FY20 (plus \$500k from CPA), \$2.25m in FY21. Preliminary approval (9-0).*

North Union Playground: Mr. Pooler advised against counting on the CPA to fund this, but \$100k is expected from the state. Mr. Andrew asked whether there is a master plan for playgrounds, which Mr. Pooler confirmed was done as a safety study, which is how North Union came to the top of the list. Committee action:  
*\$325k in FY20 (plus \$100k from State). Preliminary approval (9-0).*

ADA Study Implementation: Committee action:  
*\$50k in FY20-FY24. Preliminary approval (9-0).*

McLennan Playground Surface, Spy Pond Backstop, Crosby Tennis Court cracks, Feasibility Study:  
*HOLD* pending more information. Mr. Pooler thought that Revolving Funds were to be spent on the first three.

Poet's Corner: Urgent need to fix fence and remove tennis courts. Mr. Rehrig recommended assuming that the CPA is the first payer for parks, thus we can pay the urgent need and they can be tapped for the out years. Committee action:  
*\$75k in FY20, remainder of \$1m in out years to CPA. Preliminary approval (9-0).*

Out year placeholders: Mr. Andrew asked whether we can assume the CPA will be first payer, to which Mr. Pooler noted that their budget for parks is ~\$500k/year, so there are limits. After substantial discussion, Hurd Field and Parmenter Playground were assigned to CPA. Committee action:  
*\$425k in FY20 for Spy Pond Playground, \$425k in FY22 for Bishop Playground, \$425k in FY24 for Buzzel Field Playground. Preliminary approval (9-0).*

Future issues: For the Rink:  
*\$20k in FY20 for roof patching. \$160k in FY21 to replace the flat roof, from Enterprise Fund. \$150k in FY21 to replace 4 boilers, from Enterprise Fund. Preliminary approval (8-0).*

**Meeting Adjourned:** The meeting was unanimously adjourned at 7:15pm.